



# ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | Region IX | 90 7th Street, San Francisco, CA 94103 | www.eclkc.ohs.acf.hhs.gov

John Gioia  
Board Chair  
Contra Costa County Community Services  
1470 Civic Circuit  
Concord, California 94520

**March 20, 2019**

Re: Grant No. 09HP000111

Dear Mr. Gioia:

A grant application must be completed for the upcoming budget period. Please consult the grant application instructions to determine the type of application required. The application for the Head Start grant is due 06/01/2019. As informed by Program Instruction ACF-PI-HS-18-06 issued November 30, 2018, the Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, provides a cost-of-living adjustment (COLA) of 1.77 percent to eligible grantees. This application will need to include the COLA increase and must demonstrate how it will be used in accordance with the intended purposes indicated in the Program Instruction.

The following table reflects the annual funding and enrollment levels for your grant.

Program	Early Head Start
Federal Funded Enrollment	190
Funding Type	Early Head Start
Program Operations	\$3,543,940
Training and Technical Assistance	\$86,354
Cost-of-Living Adjustment (COLA)	\$62,728
<b>Total Funding</b>	<b>\$3,693,022</b>

**Period of Funding: 09/01/2019 – 08/31/2020**

### Application Submission Requirements

The application must be prepared and submitted in accordance with the *Head Start Grant Application Instructions with Guidance, Version 3 (Application Instructions)*. It must be submitted on behalf of the Authorizing Official registered in the HSES.

**Incomplete applications will not be processed.**

The *Application Instructions* are available on the home page of HSES. Please review the instructions carefully prior to preparing the application. Submission guidance can be found in the “Instructions” section of the HSES.

Please contact Chris Pflaumer, Head Start Program Specialist, at 415-437-8445 or [chris.pflaumer@acf.hhs.gov](mailto:chris.pflaumer@acf.hhs.gov) or Frank Olguin, Grants Management Specialist, at 415-437-8415 or [frank.olguin@acf.hhs.gov](mailto:frank.olguin@acf.hhs.gov) with questions regarding the *Application Instructions*.

For assistance submitting the application in HSES, contact [help@hsesinfo.org](mailto:help@hsesinfo.org) or 1-866-771-4737.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start grant in the current budget period.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,



Jan Len  
Regional Program Manager  
Office of Head Start Region IX

cc: Kathy Gallagher, Executive Director  
Camilla Rand, Head Start Director